ATTACHMENT "A"

SCHOOL HEALTH SERVICES
FOR
THE GALION CITY SCHOOL DISTRICT

I. HEALTH SCREENING/REFERRALS:

1. Hearing Screening

a) Audiometer screening for students in grades preschool, K, 1, 3, 5,9 and 11 as well as students with IEPs or as referred by school staff.
   i. Initial Kindergarten and 1st grade vision screenings will be completed by November 1.
b) Children who fail an initial screening will be re-screened within 6 weeks or a referral notification will be sent home at the time of failure.
c) Completing referral forms for each student who does not pass the hearing screening.
d) Provide all referral forms to school administration for distribution to the guardians of children who failed the hearing screening.
e) Documenting hearing screening results on each student's school health record and whether or not a referral was completed.
f) School staff will notify the nurse(s) of any new/transfer students into the district. All new and transfer students (for whom no screening record for the previous twelve (12) months exists) will be screened during the year they enter the district.
g) Schools will have audiometers calibrated annually.
h) These screenings follow the requirements and recommendations of the Ohio Department of Health. District nurse(s) will abide by any changes or updates as per ODH.
i) Complete ODH annual screening report on, or before, June 1 (as required).

2. Vision Screening

a) Distance vision acuity screening for students in grades preschool, K, 1, 3, 5, 7 9, and 11 as well as students with IEPs or as referred by school staff. Muscle balance for grade 1 and stereopsis for grades K and 1. Color blindness screening for males in grades K and 1.
   i) Initial Kindergarten and 1st grade vision screenings will be completed by November 1.
b) Children who fail an initial screening will be re-screened within 6 weeks or a referral notification will be sent home at the time of failure.
c) Completing referral forms for each student who does not pass the vision screening.
d) Provide all referral forms to school administration for distribution to the guardians of children who failed the vision screening.
e) Documenting vision screening results on each student's school health record and whether or not a referral was completed.
f) School staff will notify the nurse(s) of any new/transfer students into the district. All new and transfer students (for whom no screening record for the previous twelve (12) months exists) will be screened during the year they enter the district.
g) All hearing-impaired children must have their vision screened annually, per ODH.

h) These screenings follow the requirements and recommendations of the Ohio Department of Health. District nurse will abide by any changes or updates as per ODH.

i) Complete ODH annual screening report on, or before, June 1.

3. Pre-Kindergarten Screenings/Registration:

a) Assist with immunization compliance review

b) Assist with preparing school health record/folder

c) Special healthcare needs, including a review of medication, food and environmental allergies.

d) Hearing and vision screening

1. Children who fail screening will be re-screened in the fall
2. Referrals will be sent as needed

II. SCHOOL HEALTH RECORD:

The district nurse(s) will:

1. Assist school personnel in maintaining a complete health record on each student.
2. Assist with compiling a list of students with known health problems that will be communicated to the appropriate school staff.
3. Assist with developing individual health plans/ EAP's for the students with potential life threatening medical needs (i.e. seizures, diabetes, allergies) and communicating these health plans with the appropriate school staff.
4. School personnel will be responsible for transfers of health information to the student's cumulative record or when the student transfers to a different school district.

III. COMMUNICABLE DISEASE CONTROL:

The district nurse(s) will:

1. Compile and submit data for the annual immunization report for the Ohio Department of Health.
2. Assist school personnel with maintaining immunization/health records.
3. Provide guidance to parents for obtaining required immunizations.
4. Follow up on all reports of communicable disease outbreaks within the schools.
5. Make recommendations regarding school exclusions for health reasons based on school district policy and regulation set by local and state mandates. School exclusions will be made by administrative personnel.
6. Nursing staff, when available, will recheck heads for lice for readmission to school, if necessary per school district policy.

IV. PARENT/TEACHER/NURSE COLLABORATIONS:

The district nurse(s) will:

1. Work with the parents and the school personnel regarding health needs of individual students when appropriate.
2. Coordinate with staff on program planning for school health mandated screenings.
3. Serve as a resource person to parents and staff on health related problems.
4. Per teacher/administration request, public health nurse(s) may provide educational programs for students (sexually transmitted diseases, teen pregnancy, safety, nutrition and other topics as requested and approved by school administration).
5. Per teacher/administration request, public health nurse(s) will provide educational programs/ instruction for staff (for example: diabetic care and administration of glucagon, seizure precautions and use of rectal diastat, usage of epi-pen and other topics as requested and approved by school administration).
6. Provide health resource material to staff as appropriate and available.

V. EMERGENCY AND SICK STUDENT CARE

The district nurse(s) will:

1. COORDINATE and ASSIST school staff in interpreting and carrying out emergency first aid procedures when available in the district.
2. COORDINATE and ASSIST school staff in maintaining inventory of stock and supplies. The schools are to purchase the supplies.

VI. ROUTINE SCHOOL SCHEDULE

The district nurse(s) will:

1. Provide school administration in each building and board office with a written work schedule for the year, after conferring with each building administrator to discuss needs. Schedule will be available within 2 weeks of school start and become routine and must be within the time constraints of the contract.
    a. Schedule for building rotation is to be utilized as a guideline only; urgent situations take priority.
    b. Hours for district nurse(s) are 8am – 4pm unless notified otherwise
2. Be permitted to attend mandatory Health Department staff meetings and Health Department mandated educational in-services/trainings. The Galion City Health Department will notify the school district of these dates as soon as they become available. If the absence will be substantial, the Galion City Health Department will make all attempts to send substitute staff, if available.

3. Notification will be provided to the schools as soon as possible for changes in the schedule due to nurse illness or vacation. All attempts will be made by the Galion City Health Department to send substitute staff, if available.
4. The Galion City Health Department will regularly provide one nurse during scheduled times (see VI #1). The Health Department may provide additional staff on select days. Billing for additional staff will be completed on a per RN and/or per MA basis; per contract language. The Health Department will determine staffing levels for these events based on needs.
    a. Days additional staff may be provided include, but are not limited to:
        i. Screening- days in which screenings are being conducted, documented, referrals, and rescreens
        ii. Special events- i.e. field days
        iii. Up to 3 days prior to students first day of school- i.e. clinic set-up, in-services, immunization reviews, etc.
        iv. Up to 3 days after the students last day of school- i.e. clinic clean-up, filing, etc.

VII. COVID-19

The district nurse(s) will:

1. Assist the district in developing safe practices for return to school.
2. Assist the district in determining COVID-19 clinical protocols within the district.
3. Will determine patient/ student care, including but limited to, PPE, clinical spacing, etc.

VIII. SCHOOL DISTRICT RESPONSIBILITIES:

The school district will:

1. Provide appropriate health clinic space(s).
2. Purchase and provide necessary supplies for all health clinic space(s) being utilized.
3. Provide staff to assist with administrative functions during screenings.
4. Notify the Galion City Health Department of Pre-K, K, 1st, 3rd, 5th, 7th, 9th and 11th grade screening dates at least 30 days in advance.
5. Ensure that emergency medical forms will be collected by the school within 30 days of the start of the school year and given to the school nurse to place into DASL; or within 15 days of admission of a new student**.**
6. Provide dates of open houses and parent teacher conferences and provide a space for the Galion City Health Department to provide information to parents.
7. If requesting specific training from the Health Department, will request the date at least 7 days in advance (30 days preferred).
8. Provide trained staff in routine medication administration. District nurse(s) may assist in medication administration if in the building, and available.

9. Provide a point of contact 3 people deep for communication purposes.
10. Provide weekly uninterrupted (except for emergencies) scheduled time for the school nurse to complete paperwork or administrative detail. (time based on needs)
11. Provide a copy of the school district health/medical policy to the school nurse upon request.
12. Participate in regular meetings with school administration in charge of nursing to discuss concerns, needs and accomplishments. Frequency shall be mutually agreed upon by both parties.
13. Provide trained staff to care for the diabetic needs of children when the school nurse is unavailable, per H.B. 264.
14. Permit school nurse to attend mandatory Health Department staff meetings and Health Department mandated educational in-services/trainings.
15. Provide Galion City Health Department all guidance they receive regarding health, clinical care, exemptions, etc. as they relate to COVID-19.
16. Provide Galion City Health Department with proper PPE in the clinic setting to care for patients.
17. Provide Galion City Health Department with any policies, permanent or temporary, as they pertain to COVID-19.